

State of California
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

		RPA Control No.#	C&P Analyst Approval	Date
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-		Unit Psychology		
Class Title Senior Psychologist, Supervisor		Location Metropolitan State Hospital		
SUBJECT TO CONFLICT OF INTEREST CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID S19	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the direction of the Chief Psychologist, the Senior Psychologist, Supervisor, is responsible for the day-to-day operations and general supervision of psychologists and subordinate staff in their assigned area, or program(s).

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45 %	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>SUPERVISION OF PSYCHOLOGISTS Provide day-to-day Supervision of psychologists and or subordinate staff within area of responsibility.</p> <p>Provide oversight of staff timekeeping, approve time off requests, and ensure staff coverage. Complete IDPs, and probationary reviews for subordinate staff within the required timeframes.</p> <p>Ensure subordinate staff work products are consistent with general standards of care and comply with department requirements and policies.</p> <p>Ensure all subordinate staff work products are turned in within the required timeframes. Provide employee direction and guidance for any issues related to EEO, Return to Work, FMLA, or other human resource related concerns.</p> <p>Administration of progressive discipline, if required.</p>

<p>40 %</p>	<p>LEADERSHIP/MENTORING</p> <p>Provide mentorship and training for all subordinate staff to facilitate goal achievement and career growth.</p> <p>Ensure staff are properly trained to achieve departmental goals.</p> <p>Provide consultation to subordinate staff for patient care and professional matters.</p> <p>Provide supervision for unlicensed Psychologists when required.</p> <p>Provide ongoing mentoring and feedback to subordinate staff.</p> <p><u>MARGINAL FUNCTIONS</u></p> <p>Attend all regular meetings of the Psychology and Medical Staff.</p> <p>Meet continuing education requirements and actively seek learning opportunities for professional growth and development.</p> <p>All other duties and special projects, as assigned, consistent with this classification.</p>
<p>Other Information</p>	<p>SUPERVISION RECEIVED</p> <p>The Chief of Psychology has clinical and administrative responsibility for the Senior Psychologist, Supervisor. The Chief of Psychology conducts the annual performance appraisal and provides regular feedback regarding work performance or professional related issues.</p> <p>SUPERVISION EXERCISED</p> <p>The Senior Psychologist, Supervisor has clinical and administrative responsibility for subordinate Psychologists within their assigned program(s).</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • DSH-M Administrative Directives and Policies and Procedures • General Knowledge of leadership and management principles • Current psychological treatment and research for the population in the civilly and forensically committed populations, including trauma-informed care, psychosis, Cognitive impairment, and personality disorders • Evidence-based therapeutic and rehabilitative interventions including risk management, group treatment, and individual therapy • Development and implementation of behavioral plans • Psychosocial Rehabilitation and Recovery, human development, motivation, personality, learning theory, culture and diversity • Methods for psychological assessment and behavior change • Characteristics and social aspects of mental disorders, severe and persistent mental illness and developmental disabilities • Professional and ethical standards

ABILITY TO:

Plan, organize, and provide leadership and direction for psychologists working within a multidisciplinary environment. An ability to effectively manage and implement directives from senior management to achieve hospital goals. An ability to organize, implement and or direct organizational projects. The ability to effectively supervise psychologists, providing ongoing leadership and mentoring.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Ability to select, administer, and interpret cognitive, malingering, and functional tests for the purposes of diagnosis, treatment planning, and forensic decision making with psychiatric inpatients.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license as a psychologist issued by the California Board of Psychology and possession of an earned doctorate degree in psychology from an educational institution meeting the criteria of section 2914 of the Medical Board of California's Business and Professions Code.
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WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work in a variety of settings throughout the hospital as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is always expected to maintain confidentiality .

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
